

**BY ORDER OF THE COMMANDER
47TH FLYING TRAINING WING**

**LAUGHLIN AIR FORCE BASE
INSTRUCTION 32-2001**



23 MAY 2013

Civil Engineering

FIRE EMERGENCY SERVICES PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-20, Fire Protection, and DOD Instruction (DODI) 6055.6, Department of Defense Fire and Emergency Services Program, Department of Labor – Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), and National Fire Protection Association (NFPA) standards as Air Force policy unless otherwise directed in DOD or Air Force instructions. This instruction supplements AFI 32-2001, Fire Emergency Services Program, and provides guidance for implementing and maintaining a sound fire prevention program and establishes responsibilities, procedures and practices for effective control and elimination of fire hazards. It applies to all military personnel, their dependents, civilian personnel, tenants, contractors and concessionaires that reside or work on Laughlin Air Base and those off base facilities under the jurisdiction of Laughlin AFB or its supported property. In the absence of Air Force instructions, directives, or policies on fire prevention criteria, National Fire Protection Association Standards and common sense apply. Hazardous conditions of a nature for which criteria has not been established, will be corrected by local actions based upon sound judgment as directed by the Fire Chief. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Changed office symbol from ISS(P) to CES throughout document. Paragraphs 2.3, 3.1, 3.3, 3.4, 5.1, 7.2.2, 7.2.3, 7.2.4, 9.2.2, 9.2.3, 9.2.4, 9.2.10, 9.3.1, 9.3.2, 9.3.3, 9.3.4, 9.5.1, 9.5.2, 9.5.4, 9.5.5, 9.6.2, 9.6.3, 9.6.4. and 9.8 are covered in detail by AFI 91-203 and removed from this document.

1. Responsibilities

1.1. Installation Commander. The Installation Commander is responsible for the fire safety of personnel and property under their control, provided for by the Fire Protection and Prevention (FPP) programs contained in this instruction. This responsibility is discharged through the Base Fire Marshal and executed by the Fire Chief.

1.2. Mission Support Group Commander. The Mission Support Group Commander is responsible for fire protection of resources under the installation commander's jurisdiction.

1.3. Fire Marshal. The Base Civil Engineer (BCE) is the Base Fire Marshal. The Base Fire Marshal is responsible to the Installation Commander for oversight of the FPP programs and provides the Fire Chief the resources available to execute the FPP mission.

1.4. Chief, Fire Emergency Services. The Fire Chief is responsible for the management and operation of the FPP Programs, and as such, responsible to the Fire Marshal for the management of fire protection/prevention programs. The Chief:

1.4.1. Advises and makes recommendations to senior leadership on technical matters relating to fire protection and prevention.

1.4.2. Has full authority during all fire emergency services activities.

1.4.3. Ensures resources are used efficiently.

1.4.4. Serves as OPR for environmental and occupational requirements as outlined in Air Force Instruction (AFI) 91-203, Air Force Consolidated Occupational Safety Instruction.

1.4.5. Has the authority to commandeer military vehicles, equipment, materials, and personnel considered necessary for prompt extinguishment and control of fire or mitigation of an emergency event.

1.5. Assistant Chief of Fire Prevention. The Assistant Chief of Fire Prevention implements the FPP program through facility plan reviews, fire prevention inspections, code enforcement and fire safety education.

1.6. Unit Commanders, Functional Managers, Directors and Supervisors. Unit Commanders, Functional Managers, Directors and Supervisors are responsible for the adequacy of fire prevention for all activities and facilities under their jurisdiction.

1.6.1. Ensures all newly assigned personnel, both military and civilian, receive fire prevention training within the first 30 days of reporting to work and properly document training IAW that organization's AFI requirements.

1.6.2. Ensures sound fire prevention procedures and environmental controls are established and in compliance.

1.6.3. Immediately initiates corrective action(s) for fire safety deficiencies and fire hazards. If not corrected immediately the using organization's commander prepares an Operational Risk Management (ORM) plan that mitigates the impact of the Fire Safety Deficiency (FSD). The ORM plan must ensure the safety of all occupants to the satisfaction of the Fire Chief. The installation commander must approve the ORM plan.

1.6.4. Develops an Emergency Action Plan (EAP) for the unit to follow for emergencies unique to the unit and not covered in this instruction. The Fire Prevention Office is available to help develop the EAP.

1.6.5. Arranges access to facilities under their jurisdiction for fire prevention visits.

1.6.6. Appoints facility managers and ensures each facility manager attends facility managers training provided by 47 CES/CEO at extension 5256, within 30 days of assignment. Appointments for individual briefings may be made by contacting the Fire Prevention Office at 298-5036 or 298-5037.

1.7. Facility Managers. Facility managers are responsible to the unit commander for the fire-safe condition of all facilities under their jurisdiction. Facility managers, their alternates, or the supervisor of the operation being assessed will accompany the fire inspector during fire prevention assessments. Additional guidance is outlined in AFPAM 32-1125v1 para 11.13. Sample Facility Managers Checklist at Attachment 2.

1.7.1. Conducts daily visual inspections of all fire extinguishers, exit lights, fire doors, and exits to ensure maximum effectiveness in the event of a fire. For facilities not occupied on a daily basis, a weekly inspection will satisfy this requirement.

1.7.2. Ensures all personnel in their facility, including associate units and contractors/concessionaires are familiar with the unit commander's operating instructions and contents of this instruction.

1.7.3. Coordinate with the Fire Prevention Office prior to any drill using the facility's fire alarm system.

1.7.4. Ensures a closing inspection is performed at the end of each business day, activity period, or special operation to ensure the area is left in a fire-safe condition. As a minimum, the following items will be checked to ensure they are accomplished:

1.7.5.1. Discard smoking materials in the proper manner.

1.7.5.2. Unplug all unnecessary appliances, (i.e. Coffee makers, toasters).

1.7.5.3. Make a general walk-thru inspection of office/work areas at the end of each workday.

1.7.5.4. Monthly operational and inspection checks of emergency lighting units, and exit signs will be accomplished and can be annotated on a computer generated form.

1.8. Employees. Employees whether military, civilian or contractor, are responsible for the fire prevention procedures as outlined in this instruction. Employees will:

1.8.1. Be trained to recognize and eliminate fire hazards in the workplace.

1.8.2. Know the hazards associated with their work areas/processes.

1.8.3. Know the location and use of emergency and fire protection equipment (i.e. fire extinguishers and fire alarm pull stations).

1.8.4. Know emergency procedures that apply to their job and workplace, including building evacuation, fire alarms, and procedures to report a fire or emergency.

1.9. Contractors/Concessionaires are responsible for fire prevention, protection, and compliance with the contents of this and other pertinent instructions while operating on Laughlin AFB.

1.9.1. Will not block any street, roadway, runway, or taxiway without the coordination of the Chief, Fire Emergency Services (FES).

1.9.2. Notify the Emergency Communications Center (ECC), 298-5633, prior to deactivation of fire suppression/alarm systems or utility shutdown.

1.9.3. Construction site gated areas must have accessibility during construction to allow the largest fire apparatus to safely enter the site.

2. Training

2.1. Newcomers. All personnel, military or civilian, assigned to Laughlin AFB should receive an initial fire prevention orientation within 30 days of reporting to work. The supervisor may conduct briefings and document IAW the organization's Air Force Instructions (AFI) requirement(s).

2.2. Privatized Family Housing Fire Safety Visit. The Fire Prevention Office offers a free Home Fire Safety Visit for residents of Laughlin AFB Privatized Housing. To schedule an appointment call the Fire Prevention Office at 298-5036/5037.

2.3. Fire Prevention Orientation and Fire Extinguisher Demonstrations/Training. Supervisors will instruct personnel on fire extinguisher operations upon initial arrival and annually thereafter IAW Occupational Safety and Health Administration (OSHA) standard 1910.157(g)(1). Fire prevention personnel are available to present fire protection lectures, briefings, and fire extinguisher training to any functional or social group on request. Arrange for training sessions by notifying the Fire Prevention Office at 298-5036/5037 at least 5 days prior to the date required.

3. Major Social Events

3.1. Major Social Events. A fire prevention inspector shall inspect places of public assembly and other base facilities prior to all major events to ensure compliance with Life Safety Code requirements. All decorations shall be fire retardant. Sample checklist provided at Attachment 4.

3.1.1. A walk-thru inspection shall be conducted by a fire prevention inspector or a certified fire inspector immediately prior to the function.

3.1.2. Assembly occupancies and facilities hosting major social events shall have trained crowd managers as outlined in the National Fire Protection Association (NFPA) Life Safety Code 101. Assembly occupancies shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or crowd manager supervisor for every 250 occupants.

3.1.3. The crowd manager shall receive approved training in crowd management techniques provided by the Fire Prevention Office. Contact the Fire Prevention Office at 298-5036/5037 for additional information.

3.2. Fireworks. The use of fireworks and theatrical pyrotechnics, flash pots, sparklers, etc., are prohibited on Laughlin AFB without written approval by the installation commander. A copy of this approval must be forwarded to the Fire Prevention Office not later than 5 days before the event.

4. Mercantile (BX, Commissary, and Concessionaires)

4.1. Fire Safety Measures. In order to provide a fire/safe environment for our personnel, the following procedures must be in effect at all times:

4.1.1. At no time will main entrances/exits be obstructed in any way.

4.1.2. At no time will any item be hung from sprinkler heads or piping.

4.1.3. Aisle clearance must be at least 44 inches.

4.1.4. Interior decorations must be kept to a minimum and fire resistant.

4.2. Prior to any special sales/events, notify the Fire Prevention Office for a courtesy inspection. Many times this will preclude any problems.

5. Inspections/Assessments

5.1. Fire Prevention Assessment Process. The fire prevention assessment is a tool used to evaluate the unit's overall fire prevention program and inform unit commanders, facility managers and supervisors on the effectiveness of their programs.

5.1.1. Facility managers or a designated representative will accompany the fire prevention inspector on each assessment and initiate immediate corrective action on all fire hazards noted at the time of the inspection. If a discrepancy is beyond the control of the facility manager, submit an AF Form 332, Base Civil Engineer Work Request, to have the hazard repaired or item replaced.

5.1.2. If a hazard exists that presents an imminent-danger situation, it will be brought to the attention of the supervisor in charge who must take prompt action to eliminate/reduce the hazard or cease operations and withdraw exposed personnel. If such situations exist and corrective action is not taken, the Chief, FES, Fire Marshal, wing safety, and unit commanders will personally observe the operation. If discussions with these individuals fail to resolve the problem, the installation commander will be notified and will determine if the operation should be continued or terminated.

5.1.3. After completion of each assessment, the fire prevention inspector will brief the individual accompanying them of the conditions in the area inspected.

5.1.4. AF Form 1487, Fire Prevention Visit Report, informs the facility manager, supervisor and unit commanders of fire hazards and deficiencies noted during fire prevention assessments. Directions for disposition are pre-printed on the form.

5.1.5. AFI 32-10141, Planning and Programming Fire Safety Deficiency Correction Projects, identifies the roles and responsibilities needed to plan, program, and advocate for the resources required to correct FSDs.

6. Emergency Procedures

6.1. Fire/Emergency Reporting Procedures. It is the responsibility of all personnel to be familiar with fire reporting procedures. See example Emergency Action Plan at Attachment 3. Timely and accurate reporting of a fire incident can preclude unnecessary injury and loss of valuable property.

6.2. All fires, regardless of size and nature and whether extinguished or not, will be promptly reported to the FES.

6.3. Knowingly making or reporting a false fire alarm is a violation of Air Force directives and state statutes.

6.4. Fire Extinguishers. The facility manager or designated representative will perform monthly inspections and maintain a log of all extinguishers assigned to their facility/facilities IAW AFI 91-203 Chapter 6.2.1.1.

6.4.1. Do not remove fire extinguishers from their assigned location, except for inspection, maintenance, or to extinguish fires. They will not be blocked, obscured from vision, tampered with, or used for any purpose other than firefighting.

6.4.2. Facility managers and using organizations must budget for the purchase and maintenance of facility and vehicle portable fire extinguishers.

6.4.3. The Fire Prevention Office will maintain 150lb Halon 1211 flightline wheel-type extinguishers used for the support of the aircraft. It is the responsibility of the using agency to conduct daily inspections and report any fire extinguisher discrepancies to the fire prevention office. Unserviceable extinguishers shall be placed on the Out-of-Service line behind Bldg 220, Fire Station.

6.4.4. Handheld fire extinguishers for facilities and aircraft are allocated IAW AFI 91-203 and NFPA 10, Standard for Portable Fire Extinguishers.

6.5. Evacuation Drills and Procedures. Fire evacuation drills are an integral part of a total fire prevention program.

6.5.1. Various functional directives or individual commander's requirements determine fire drill frequency.

6.5.2. Facility managers and supervisors may contact the Fire Prevention Office at 298-5036/5037 for assistance in conducting fire drill.

6.6. Authority to Commandeer. The Chief, FES or Senior Fire Officer (SFO) in charge at the scene of an emergency may commandeer available military vehicles, equipment, materials, and personnel considered necessary for prompt control and extinguishing of fires or rescue of personnel. Civilian assistance may be solicited.

6.7. Fire Hydrants and Fire Department Connections. Only FES personnel will use fire hydrants and fire department connections unless approved by the Fire Prevention Office. It is the facility manager's responsibility to ensure fire hydrants and fire department connections in their area are free of obstructions. The unit closest to the hydrant/connection will be responsible for keeping it clear.

6.8. Hobbies. Flammable materials or liquids used for hobbies in quarters or billets will be limited to size and quantities normally found in hobby kits. This specifically precludes the bulk storage of flammables or combustibles. Hobbies that entail the use of open-flame or high-temperature heating devices will comply with the following minimum requirements:

- 6.8.1. All equipment used must be approved for its particular use.
- 6.8.2. Keep open flames well away from combustible materials.
- 6.8.3. Ensure the area is thoroughly inspected prior to and after each use.

6.9. Construction. Construction, modification, or change within an existing facility can only be accomplished through submission and approval of an AF Form 332. An approved AF Form 332 is required before work begins.

- 6.9.1. All AF Form 332's require Fire Prevention Office coordination. Laughlin AFB has implemented an electronic version of the AF Form 332. Contact the Fire Prevention Office at 298-5036/5037 for more information.
- 6.9.2. A minimum of 3 working days to review such projects will be necessary to ensure all fire prevention standards are met.
- 6.9.3. Do not paint fire alarm detection/notification devices or sprinkler heads.

7. Emergency Response, Vehicle Control, and Parking

7.1. Emergency Response and Vehicle Control. When emergency vehicles are responding with flashing lights and/or sirens, all non-emergency vehicles will immediately pull to the right side of the street and stop until the emergency vehicles have passed. Intersections are not to be blocked. All other vehicles will maintain a distance of 300 feet from fire apparatus and ground activities. At no time will a fire hose be driven over.

7.2. Vehicle Parking. Vehicles will not park within 15 feet of a fire hydrant, fire department connection, or in a fire lane.

- 7.2.1. Government vehicles will not be parked or stored inside buildings or structures other than those specifically designated as motor pool, vehicle storage, or maintenance garages. Exceptions must be approved by the Chief, FES and Wing Safety in writing.

8. Maintenance

8.1. Fire Protection, Detection, and Suppression Systems. The inspection, testing, maintenance, and repair of installed fire detection/suppression systems are the responsibility of the appropriate civil engineer shop.

- 8.1.1. The Fire Emergency Services flight will be notified prior to shutting down any system or section of a system for repairs, maintenance, or testing. The person notifying the FES will give name, reason for the system being shut down, and estimated time the system will return to service. This information will be logged in the FES daily logbook. Contractors will coordinate their actions with the project QAE prior to contacting the FES.
- 8.1.2. The storage of supplies, equipment, etc., shall be kept at least 18" below the horizontal plane created by the sprinkler head deflectors in each area.

8.1.3. Access to control valves/panels in riser/mechanical rooms will not be blocked.

8.1.4. A clear space of 30 inches must be maintained to the front and sides of electrical panels/ circuit breaker boxes.

8.1.5. Position all stacks of materials to ensure an 18-inch clearance around fire detection devices, electrical fixtures, and light or heating fixtures and follow manufacturer's instructions.

9. Fire Prevention Controls

9.1. Control of Smoking Materials. Unsafe smoking practices and improper disposal of smoking materials constitutes two of the greatest fire hazards. To eliminate fires of this nature, firm control measures must be strictly enforced and observed by all personnel. Smoking in Air Force facilities will be governed by pertinent Air Force directives.

9.1.1. No smoking or introduction of an open-flame device will be permitted in any hazardous location, flightline, aircraft parking area, or fuel handling area.

9.1.2. An adequate number of butt-cans will be provided for all areas where personnel are permitted to smoke.

9.1.3. Saturate butt-cans with water prior to dumping into trash dumpsters.

9.1.4. Under no circumstances should combustible trash become intermingled with smoking materials.

9.2. Electrical Installation, Appliances, and Heating Equipment. High-amp electrical appliances and equipment such as refrigerators, toasters, ranges, microwaves, coffeemakers, and similar appliances, will not be operated by extension cords, or surge suppressors. They shall be plugged directly into a wall outlet.

9.3. Welding, Cutting, Brazing, and Open Flame Devices. All welding, cutting, and operation of open-flame devices, such as plumbers' torches, blow torches, etc., conducted outside approved shop areas will require prior written approval from the Fire Prevention Office. An AF Form 592, USAF Welding, Brazing and Cutting Permit, will be used for this purpose. This form will be processed according to the instructions on the form and as prescribed in AFI 91-203, Welding, Cutting, and Brazing. All fire/safety precautions outlined in AFI 91-203 and NFPA STD 51B will be adhered to during open-flame operations. An activity supervisor or project foreman/manager can obtain this permit from the Fire Prevention Office during normal duty hours. During non-duty hours, contact the Emergency Communication Center at 298-5633.

9.4. Pyrotechnics. The possession or use of pyrotechnics, fireworks, firecrackers, or similar item is prohibited, except for official use in connection with the Air Force mission or personnel survival.

9.4.1. Pyrotechnic or explosive devices found anywhere on this installation will not be touched. The explosive ordnance flight from Lackland AFB is the sole authority for the removal of such devices and will be notified immediately through the Command Post.

9.5. Flammable/Combustible Liquids and Gases. Flammable/combustible liquids and gases in other than facilities approved and designed for that purpose will be stored in approved cabinets AFI 91-203 Chapter 22.

9.6. Aisles and Exits. Exit doors will be operational at all times in occupied facilities. Exit doors will not be blocked, locked, obscured from vision, or restricted in any way to prevent the safe evacuation of occupants. All double doors will have both halves unlocked during periods of occupancy.

9.6.1. Doors designed to be kept closed in a means of egress, such as a door to a stair enclosure or horizontal exit, will be self-closing and will not, at any time, be secured in the open position (unless connected to the fire alarm system).

9.6.2. Recycle bins will not obstruct aisle ways, corridors, or exits. Nor will they be stored in mechanical rooms, stairwell landings, or stairwells.

9.7. Dormitories, UOQs, and TLFs. Each individual is responsible for the fire-safe condition of his or her room. All dormitories are subject to inspection during the Fire Prevention Visit. Normally a 10% sample is inspected during the Fire Prevention Visit. Each resident is responsible for maintaining individual quarters in a fire safe condition at all times.

9.7.1. The burning of candles and incense is prohibited. This also includes business and mercantile occupancies.

9.7.2. The excessive use of combustible material for decoration is prohibited. Material will not exceed 10 percent of the total ceiling and wall space.

9.7.3. Occupants will not tamper with installed heat and smoke detectors. If a problem arises, contact the CE Service Call desk at 298-5488.

9.7.4. Storage is prohibited in stairwells and crawl spaces.

9.8. Controlled Burning. Open burning of trash, brush, or industrial residue is prohibited on base unless authorized by the Chief, FES in writing.

9.8.1. Small controlled ground fires (campfires, bonfires, etc.) are prohibited on base unless authorized by the Chief, FES in writing. Above ground outdoor "fire pits" with a mesh screens are authorized without written permission.

9.8.2. Camp or barbecue devices that employ the use of charcoal or flammable liquids or gases will not be used inside buildings or within 15 feet of any wall, roof, overhang or other combustible material.

9.8.3. Laughlin AFB shall comply with Val Verde County Burn Bans as mandated by the State of Texas and the Val Verde County Commissioners Court.

9.9. Interior Decorations. All decorations for use in public assembly, recreational, and mercantile facilities will be fire retardant. Decorations will not exceed 10 percent of total wall or ceiling space.

9.9.1. Do not hang any decorations from sprinkler heads, pipes, electrical conduit, or lighting.

9.9.2. Use of flocked Christmas trees is prohibited.

9.9.3. Base facilities may only display artificial Christmas trees. (i.e. Dorms, offices, billeting or child development centers).

9.9.4. Do not use camouflaged netting as interior decorations.

9.10. Aircraft Hangars. In case of a fire or emergency in a hangar or adjacent building, the movement of aircraft will be at the senior fire officer's (SFO) discretion. Supervisors on duty in the hangar or vicinity when a fire alarm sounds will make contact with the SFO to determine if aircraft evacuation is required.

THOMAS E. MURPHY, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 40-102, Tobacco Use in the Air Force

AFI 91-203, Air Force Consolidated Occupational Safety Instruction

AFI 32-2001, The Fire Protection Operations and Fire Prevention Program

AFI 32-10141, Planning and Programming Fire Safety Deficiency Correction Projects

AFMAN 91-201, Explosives Safety Standards

AFPAM 32-1125v1, Working in the Operations Management Field

DoDI 4145.19-R-1, Storage and Materials Handling

NFPA 70-B, National Electrical Code

Prescribed Forms

AF Form 3130, General Purpose (11 x8-1/2")

AF Form 1487, Fire Prevention Report

AF Form 332, Base Civil Engineer Work Request

AF Form 592, USAF Hot Work Permit

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

OSHA—Occupational Safety and Health Administration

UFC—Unified Facilities Criteria

NFPA—National Fire Protection Association

OI—Operating Instruction

UOQ—Unaccompanied Officers Quarters

BCE—Base Civil Engineer

SABER—Simplified Acquisition Base Engineering Requirements

POL—Petroleum Oil and Lubricants

AETC—Air Education and Training Command

IAW—In Accordance With

UL—Underwriters Laboratories

FM—Factory Mutual

Attachment 2**INSPECTION CHECKLIST FOR FACILITY MANAGERS**

It is the responsibility of each facility manager to ensure the fire-safe condition of his or her assigned facility at all times. This checklist was developed to assist in accomplishing this task

A2.1. Are exit lights operating properly? If exit signs are equipped with a battery back-up system, the sign must be tested at least monthly.

A2.2. Are fire extinguishers serviceable and in their proper locations? If out of service, contact the Fire Prevention Section, ext. 5037. Monthly fire extinguisher inspection must be documented on AF Form 3130 or on a computer-automated product.

A2.3. Are exits unobstructed and unlocked while the building is occupied?

A2.4. Are fire department connections and equipment unobstructed and unblocked at all times?

A2.5. Post fire and other emergency numbers near all phones in case there is a fire at a neighbor's home. The fire department can provide 911 emergency number decals to Laughlin residents. Call ext. 5037.

A2.6. Are all electrical outlets, switches, fixtures, and wiring in good repair?

A2.7. Are flammable and hazardous materials stored properly? When in doubt, call the Fire Prevention Section, ext. 5037 for proper guidance.

A2.8. Are waste or trash containers checked for proper disposal of smoking materials? Always use large heavy non-tip over ashtrays.

A2.9. Are butts and ashes wet before dumping them into a wastebasket?

A2.10. Are janitor's closets kept clean and orderly?

A2.11. Is trash removed from the building daily or on established schedule?

A2.12. Do occupants know what action to take in the event of fire?

A2.13. Ensure that the unit fire prevention operating instructions are used to indoctrinate all newly assigned personnel.

Attachment 3

OPERATING CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY

- A3.1.** Are all exiting doors unobstructed, working properly, and equipped with approved hardware?
- A3.2.** Are all exit lights in operating condition?
- A3.3.** Are all fire extinguishers operational and unobstructed?
- A3.4.** Are all range hood exhaust fans in cooking facilities operational and with filters installed?
- A3.5.** Are spare filters available for replacement so grease filters can be cleaned as needed?
- A3.6.** Have open flame lighting devices such as candles and decorations, been approved by the Fire Chief, except for chapel religious service?
- A3.7.** Have all newly hired employees been indoctrinated in fire prevention practices? All training must be documented.
- A3.8.** Are fire alarms pull boxes visible and unobstructed?
- A3.9.** Is seating neatly arranged and are unobstructed aisles maintained to permit exit in case of fire?
- A3.10.** Have all deep-fat fryers been tested and approved for use by the civil engineer or responsible agent?
- A3.11.** Are covers available and located by each deep fat fryer for immediate use in case of fire?
- A3.12.** Are adequate approved self-closing receptacles available for disposal of smoking materials?

Attachment 4

EMERGENCY ACTION PLAN

This Emergency Action Plan provides procedures to be followed by all personnel in case of fire.
References: AFI 91-301 and AFI 91-203

A4.1. Each facility shall have an emergency evacuation plan. All emergency exits shall conform to NFPA standards.

A4.2. Should evacuation be necessary, go to the nearest exit or stairway and proceed to an area of refuge outside the building. Most stairways are fire resistant and present barriers to smoke if the doors are kept closed. Do not use elevators.

A4.3. All employees are responsible for fire prevention and should know the proper actions to take in case of fire.

A4.4. Procedures: Each supervisor will make sure that closing inspections are made at the end of each duty day to ensure that the office/area has been left in a fire-safe condition.

A4.5. If you discover a fire:

A4.5.1. Activate the nearest fire alarm.

A4.5.2. Notify the fire department by dialing 911. Give your location, the nature of the fire, and your name.

A4.5.3. Fight the fire ONLY if: The fire department has been notified of the fire, and the fire is small and confined to its area of origin.

A4.5.4. You have a way out and can fight the fire with your back to the exit

A4.5.5. You have the proper extinguisher, in good working order, and know how to use it.

A4.6. If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area. If you hear a fire alarm, evacuate the area, close windows, turn off gas jets, and close doors as you leave.

A4.7. Leave the building and move away from exits and out of the way of emergency operations. Assemble in a designated area approximately 75 feet from the fire area. Supervisors can determine that you have evacuated the building.

A4.8. Remain outside until fire emergency services or a supervisor states that it is safe to re-enter.

A4.9. Evacuation Routes

A4.9.1. Learn at least two escape routes, and emergency exits from your area.

A4.9.2. Never use an elevator as part of your escape route.

A4.9.3. Learn to activate a fire alarm.

A4.9.4. Learn to recognize alarm sounds.

A4.9.5. Take an active part in fire evacuation drills.